

3.3 SERVENEBRASKA COMMISSIONER POSITION DESCRIPTION

SERVENEBRASKA COMMISSION

General Role of Commissioners

The Commission is primarily a policy setting board with emphasis on national service; however it is also an advisory board to the Governor. Per federal law, Commissioners appointed by the Governor are responsible for making the decisions that best address the needs of the state and shape its role in national service. Commissioners are responsible to the Governor.

Principal Function

Lead the organization to fulfill its mission through planning, policy-making, development of financial and public support and monitoring of results.

Accountabilities

1. Establish policies to advance the mission.
2. Develop financial resources for achieving goals.
3. Develop and approve the Commission's annual operating plan and strategic plan including plan for national service.
4. Adopt and monitor the Commission's operating budget and the grant allocations for AmeriCorps.
5. Monitor the achievement of strategic plan goals and objectives.
6. Form linkages with other organizations to advance the mission.
7. Interpret and promote the Commission to the public, local communities and the state.
8. Select, employ and periodically assess the Executive Director of the Commission.

Responsibilities for National Service

- Develop the Strategic Plan that includes a State Service Plan for National Service, which identifies priorities that national service should address in the state.
- Review and approve grant applications for AmeriCorps funding that comes to the state.
- Evaluate the projects approved for funding and assess the degree to which they should receive additional support.
- Leverage other financial support for program activities from the private sector, foundations, and private donors.
- Recognize programs and those who serve and volunteer in National Service related activities.
- Help coordinate the efforts of all the national Service activities operating in the state receiving federal financial assistance from the Corporation for National and Community Service.
- Publicize results of National Service programs through various public information strategies.

Key Tasks to Support the Work of ServeNebraska

- Develop relationships that lead to partnerships with private corporations and foundations to bring increased resources to the efforts of community service, volunteerism and service learning led by the Commission.
- Seek and bring additional funding to support various Commission service-oriented initiatives.
- Assist with decision making for AmeriCorps*State programming and other service programming and attend national service and other Commission events in the state.
- Develop collaborations with other agencies and organizations for new initiatives for the Commission.
- Seek ways to increase the visibility of national service and volunteerism in Nebraska.

- Advise on the administrative issues (financial, personnel, planning, reporting and accountability) that arise with the commission.
- Serve on a committee and actively work to accomplish the activities outlined in the current Commission Strategic Plan.

Knowledge, Skills and Abilities of Commissioners

In order to accomplish these tasks the profile of the Board membership for ServeNebraska includes individuals who:

- Are knowledgeable about and can help open doors with Nebraska-based foundations or large corporations.
- Are knowledgeable about ServeNebraska (Nebraska Volunteer Service Commission) and sensitive to its purpose, mission, and strategic objectives.
- Are knowledgeable about Nebraska's history and status of community service, volunteerism, and service learning and can help prioritize use of limited resources.
- Have a passion for the value of service, service learning, and volunteerism and an understanding of the impact such activities on our communities.
- Have an understanding of the legislative process in Nebraska and knowledge of how policies can be added or modified in State statutes.
- Have experience with collaborative efforts developed to several agencies together deliver programming in a shared manner taking advantage of the skills of each partner.
- Are knowledgeable of appropriate business and administrative practices necessary to manage a successful organization.

Resignation

In writing to Governor, copy to Commission Chair and Executive Director